

	THE CITY OF KEY WEST Job Description	Non-Union, Exempt Position	
		DATE OF REVISION	12/2012
POSITION	DIRECTOR	MIN. ANNUAL SALARY	\$85,000.00
DEPARTMENT	Human Resources (13-02-513)		
JOB CODE	10028	GRADE	Unclassified

PHYSICAL LOCATION:

- 3102 Flagler Avenue

REPORTING RESPONSIBILITIES:

- City Manager or Designee.

GENERAL FUNCTIONS:

- This is responsible, professional work in the formulating, organizing and managing of a comprehensive personnel program for the City. This is an advanced level management position responsible for the development, administration and coordination of personnel/employee relations' policies and programs. Work involves responsibility for planning, developing, organizing and directing all phases of the Human Resources Department. General administrative direction is received from the City Manager and is carried out with considerable latitude of independent judgment and initiative within the framework of delegated authorities and responsibilities. Position serves as Department Head.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers.
- Able to work a forty- (40) hour workweek and additional hours as required..
- Able to use equipment and/or materials as specified in this job description.
- Able to be professional and courteous to the public in all situations and conditions.
- Able to see and hear well enough to perform the duties specified in this job description.
- Able to maintain confidentiality in order to protect the employee's right of privacy.

EQUIPMENT TO BE USED:

Computer, general office equipment, ie, calculator typewriter, fax, copier, etc.

ENVIRONMENT:

- Generally air-conditioned office. Occasional requirement to be outdoors.

PHYSICAL REQUIREMENT:

- Climbing 5%
- Bending 5%
- Walking 20%
- Sitting 70%

DUTIES/TASKS/JOB:

- Develops and implements a human resources strategy and annual objectives in support of city initiatives.
- Develops and administers programs in areas of employment, labor relations, employee benefits and services, insurance, records administration and risk management.
- Directs all non-computer-related training including scheduling, program design and coordination; facilitating when necessary.
- Ensures that all employee personnel records are accurate and comply with governmental record keeping requirements.
- Manages the grievance process for all union and contracts and Civil Service Board, investigates and responds to unfair employment charges filed against the City through internal grievances and/or arbitration.
- Provides collective bargaining agreement interpretation to union and management.
- Directs and supervises the activities and personnel assigned to the Human Resources Department.
- Reviews and makes recommendations to City Manager for improvement of the city's policies, procedures and practices that relate to human resources and organization development.
- Administers and interprets personnel policies, rules and regulations to directors, supervisors and employees.
- Designs and maintains classification system; participates and responds to benefits, classification and compensation studies, surveys and audits.
- Recommends appropriate revisions to the classification and compensation plans to the City Manager and Directors.
- Directs program for the City analyzing employment data, identifying areas of disparity and developing goals and timetables to achieve parity. Serves as City Affirmative Action/Equal Opportunity Officer.
- Serves as chief city negotiator during union contract negotiations.
- Responsible for all labor relations functions within organization working with IAFF, PBA and Teamsters.
- Prepares the department's budget including expenditures for administration, benefits, drug testing, training, employee incentive awards and fitness for duty examinations.
- Manages, coordinates and administers the City and union benefit programs including research, cost/benefit analysis, recommendations for benefit enhancements, annual modifications, carrier bids/selection.
- Manages the recruiting, selecting and orientation of all City employees.
- Coordinates employment advertising, interviewing and hiring of candidates.
- Ensures compliance with EEO, FLSA, NLRA, ERISA, OSHA, ADA, FMLA and other State/Federal requirements.
- Communicates, counsels and assists employees including department heads, who have work related problems and helps to develop solutions.
- Serves as City Manager's designee on the Civil Service Board and any other boards as assigned.
- Researches and writes requests for proposals as assigned, analyzes bid responses and makes recommendation to the staff and Commission.
- Maintains knowledge of public sector trends, and ensures the City operates in compliance with established union contracts and City, State and Federal employment laws.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Ability to design and evaluate training and training programs for maximum learning effectiveness.
- Ability to supervise the maintenance of a variety of records to analyze and to prepare and submit reports based on the analysis of these records.
- Ability to analyze facts and exercise sound judgment and to arrive at valid conclusions.
- Ability to express ideas clearly and concisely, orally and in writing.

- Ability to communicate with and assist employees who have work related problems and to develop solutions.
- Extensive knowledge of the principles and practices of personnel administration involved in a comprehensive personnel program.
- Thorough knowledge of public personnel administration and of local government organization and procedures.
- Ability to interpret and apply applicable laws.
- Considerable knowledge of qualifications and characteristics of major occupational groups and their component jobs.
- Ability to develop long term personnel programs and plans and to evaluate work accomplishments.
- Ability to establish and maintain effective working relationships with other City administrative and supervisory officials, employee organizations and associations, individual employees and the public.
- Ability to plan, supervise and review work of a professional, technical and clerical staff engaged in personnel administration.
- Ten years management experience in human resources with experience in design and implementation of benefit programs, employee relations, labor relations including grievances and labor contract negotiation, HRIS administration, compensation and classification and risk management.
- Management HR experience in public sector and public safety agencies/unions preferred.
- National and/or state certifications preferred—IPMA-HR, SHRM, FPPA, FPFLRA.
- Graduation from an accredited four-year or college or university with a degree in human resources, labor relations or related field or equivalent amount of education, training and relevant experience as determined by City Manager.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____ have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY
VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall, Office of Human Resources
3102 Flagler Avenue
Key West, FL 33040
Office Telephone (305) 809-3714**